

See
File 4 & 6
Policy

October 13, 1961

MEMORANDUM FOR: Chief, Benefits and Services Division/OP

SUBJECT : Investments

1. The GEHA investments, which are separated into three accounts, UBLIC "Reserve," GEHA, and The Special Account, are described, as follows:

2. UBLIC "Reserve" - Composed of Return of Premiums, plus interest.

Present Investments

Two Bonds - Total Value \$110,778.78

1. \$ 33,051.67 *

2. 78,085.64

\$111,137.31

359.53 Less accrued interest at purchase time

\$110,777.78 Value of Bonds

25X1A

* When this bond was purchased, [] used \$6,727.26 of GEHA money derived from membership fees, forfeitures, etc. so that to clear up this account, \$6,727.26 should be deducted from the "to be received" dividend and deposited in the Interstate account which is for GEHA-Funds. This will then make the "true" value of the "UBLIC Fund" bonds - \$117,864.57.

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Since the purchase of these two bonds in July and November 1956, interest has been earned in the amount of \$15,093.20, this having been deposited []

This, being interest on the UBLIC bonds, it must be invested, together with the remainder of the 1961 "Return of Premiums." Since the rest of the UBLIC Reserve money is invested in bonds, it seems this should be handled likewise and kept in bonds.

3. GEHA Fund - Composed of membership fees, penalties, etc.

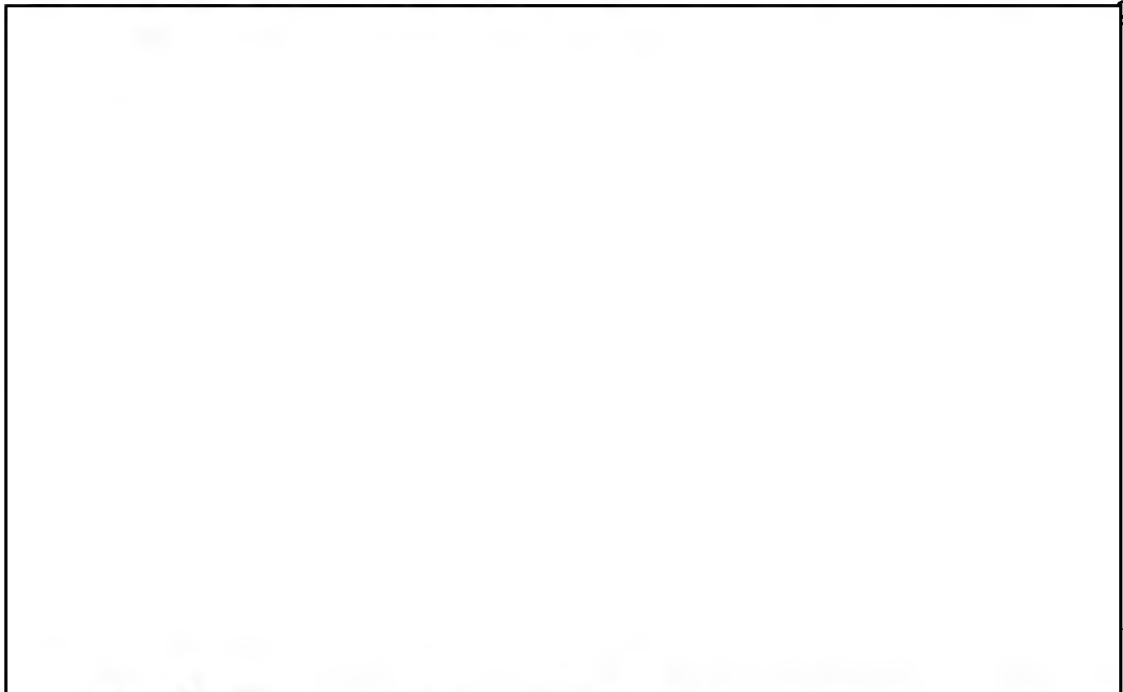
Present Investments

Interstate Building and Loan \$2,284.58 *

* The amount of \$6,727.26, the equivalent of the amount which is presently invested as a bond with UBLIC money, should be deducted from the "1961 Dividend" and invested with the \$887.78 accumulated interest on that portion of the bond, in Interstate resulting in:

Corrected Total GEHA Fund \$9,899.62

4. SPECIAL ACCOUNT - Composed of money advanced and paid by Comptroller for special risk policyholders of UBLIC. Premiums are paid semi-annually by the Comptroller.



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5. By making the above investments, all accounts will be up-to-date and correctly allocated, in accordance with instructions of the Technical Audit Staff.


Chief, Insurance Branch

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Chief, Benefits and Services Division/OP

31 March 1960

Chief, Insurance Branch/BSD/OP

Workload Statistics

1. In accordance with the Memorandum from the Director of Personnel, dated 22 March 1960, Subject "Workload Statistics," the following information is submitted and represents measurable work units which can be used to reflect the scope and level of activity in this office.

- a. New applications processed
- b. Claims processed (hospitalization, i. e., other than death)
- c. Death claims processed
- d. Reinstatements
- e. Cancellations
- f. Advances issued (admission to hospitals)
- g. Return of premiums (UBLIC)
- h. Issuance of identification cards
- i. Preparation of dispatches
- j. Payroll notices prepared
- k. Payments processed in Cashiers' office
 - (1) Direct (over the counter)
 - (2) Mail
- l. Issuance of admission forms
- m. Pulling and filing of folders
- n. Termination cases
- o. Central Processing Branch routing sheets
- p. Beneficiary changes on life contracts

2. Of course, this list is by no means all-inclusive since a great deal of work involves matters which cannot be measured in volume.

LFP:BAO

Distribution:

- Orig. & 1 - addressee
- 1 -
- 1 - Insurance Branch files

Processing out
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31 MAR 1960

MEMORANDUM FOR: Chief, Benefits and Services Division

SUBJECT: Workload Statistics

REFERENCE: Memorandum from Director of Personnel,
Subject: Workload Statistics, dated
22 March 1960

1. Pursuant to the request in referenced memorandum, attached is a listing of measurable work units that can be reported statistically by this Branch. Please note that many of these statistics have been reported for several years in past annual reports so that a useful statistical comparison of present to past activity can be made.

2. It is also pertinent to note that a statistical report does not give an accurate account of man-hours spent. Within certain categories of our functions, e.g., death, BEC, psychiatric, and MIA cases, one case may require a considerable amount of time while another may not. In addition, many of our functions require extensive liaison and correspondence with other Federal Agencies and next-of-kin as well as within the Agency. This activity cannot be reported statistically.

Chief, Benefits and Counseling Branch

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Attachment

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Attachment to Memorandum

1. Casualty Program

Serious illnesses
Deaths

2. Compensation and Medical Claims - Employee

Total BEC
Approved
Disapproved

Total - Employee Hospitalization Program
Approved
Disapproved
Expenditure

3. Medical Claims - Dependent

Total
Approved
Disapproved
Expenditure

4. Retirement

Interviews
Service Credit
Retirement
Direct Refund
Death Benefits
Special Handling

5. Federal Employees' Group Life Insurance

Agency Certification of Insurance Status
Death Claims
Requests for Insurance
Waivers

6. Claims for unpaid compensation

7. Social Security - number of cases

8. Employees absent and unaccounted for

9. Briefings

10. Personal files

11. Missing in Action

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12. Employee Counseling

- Indebtedness cases
- Interpersonal cases
- Adjustment Problems (excluding psychiatric cases)
- Inquiries for information
- Special cases

13. Pre-exit Interviews, exit-processing and Associated Activities

- Pre-exit interviews - GS-12 and above
- Pre-exit interviews - below GS-12
- Summary report of separations
- Individual separation reports
- Worksheets on GS-12 and above sent to I. G.
- Special GS-12 and above report
- Clearances, out-processing (in-person, retirement, extended leave of absences, summer-only, etc.)

14. Recreation Program

- Employee
- Total participation
- Number of clubs
- Organized sports
- Newsletter
- Other activities

15. Charity Drives

- Total collections for each drive
- Number and percentage participation
- Percentage of quotas

16. Savings Bonds

- Employee participation
- Number and amount purchased

17. Blood Donor

- Total donors
- Blood replacements

18. Advance of sick leave requests

- Number processed
- Approvals
- Rejections

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19. Requests for Income Tax information and assistance

20. Bulletin boards

Number in use

Frequency of use and maintenance

21. Orientation of New Employees

Clerical

Technical - professional

22. Problems affecting former employees

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